

Job Title: TECHNICAL MANAGER IV - BENEFITS AND TRANSACTIONS MANAGER - IPR#46464

Agency : Department of Transportation

Closing Date/Time: 04/03/2023

Salary: \$5,120 - \$9,155 Monthly

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU: NR916 - Protech Teamsters

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the SuccessFactors employee career portal.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Agency Mission Statement:

The Illinois Department of Transportation is seeking to hire a Benefits and Transactions Manager.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

Job Responsibilities

This position is responsible for performing a variety of personnel administration duties such as monitoring/directing the processing of all district personnel transactions and coordinating the hiring negotiated rate employees.

Staff: 4 direct, 11 indirect (temporary)

Annual # of Transactions approx. 60K a year

This position reports to the Personnel Services Manager. Reporting to this position are the Personnel Specialists, the FMLA & Benefits Specialist, and the Office Assistant.

This position operates in an environment where rapidly shifting priorities and frequent program changes require prompt and effective attention. The consistent application of departmental and state policies is complicated by the existence of five union contracts; a high degree of political sensitivity; and intense external salary competition for positions. The incumbent supervises a small staff responsible for all district personnel transactions, as well as the coordination of the hiring/transfer/promotion of negotiated rate employees. Demands for information, services, guidance, and action are placed upon the incumbent by management, employees, applicants, and central office staff.

Typical problems encountered include ensuring that the correct provisions of the union contracts are applied to all personnel transactions. The greatest challenge of this position is the timely processing of all transactions as well as the accurate guidance provided regarding these matters to district management.

This position is personally responsible for completing and submitting posting paperwork for all district negotiated rate positions; initiating/reviewing physical examinations; coordinating activities with physicians and central office staff; approving physical eligibility of candidates; approving physical examination bills; and determining eligibility for returns from leave. He/She supervises and directs the preparation of all district personnel transactions for technical, code, and negotiated rate employees; ensures all forms are completed in accordance with all applicable guidelines; supervises directs and evaluates staff involved in transaction processing and other duties; trains employees in new procedures and proper workload management.

(Job Responsibilities continued)

The incumbent serves as the Benefits Coordinator for the district and explains the state of Illinois benefit structure to new and existing employees; processes and submits all insurance related paperwork, and directs staff in the processing of insurance cards, claims, reports, and inquiries; and assists in the planning and implementation of benefits workshops and fairs, blood drives, employee health initiatives, etc. He/She interprets policies and procedures and resolves more complex problems of interpretation with central office and Department of Central Management Services (CMS). This position provides responses to inquiries from central office, CMS, the Governor's Office, district management and employees on insurance, transactions and other matters related to his/her unit; and responds to inquiries from union representatives. The incumbent coordinates the hiring/promotion/evaluation of negotiated rate employees which includes initiating/processing reclassifications and reallocations; preparing all posting documentation and ensuring that the correct provisions of labor contracts and personnel policies are applied; participating in interviews as needed; and reviewing/monitoring/submitting performance evaluations.

The incumbent accomplishes his/her duties through the following staff:

- Personnel Specialist: is responsible for performing a wide variety of administrative duties related to personnel support services, including processing personnel transactions, maintaining employee files, and supervising temporary Personnel Services office workers.
- FMLA & Benefits Specialist: is responsible for administering the district FMLA program, approving/denying/tracking all FMLA requests and cases in relation to IDOT, State of Illinois, and Federal FMLA guidelines and policies. Incumbent is also responsible for administering the district Drug & Alcohol program, initiating, and overseeing testing, and submitting required documentation. He/She is responsible for maintaining all employee medical files.
- Office Assistant: is responsible for performing the duties of the Personnel Services receptionist. The incumbent also performs clerical and typing duties associated with Personnel administrative activities.

The incumbent is expected to exercise considerable independent judgement in the completion of duties. Matters of an unusual nature are referred to the Personnel Services Manager with recommendations for resolution. He/She is constrained by departmental and CMS regulations, as well as various bargaining agreement and hiring guidelines.

Internal contacts include district management at all levels, district employees, and the central Bureau of Personnel Management. External contacts include CMS staff, union Business Agents, and at times, the general public.

The effectiveness of this position is measured by the timely and accurate processing of personnel transactions and insurance paperwork, the timely and accurate submittal of negotiated rate postings and paperwork,

satisfactory problem resolutions, and the accurate application of all related guidelines and policies.

Principal Accountabilities

1. Supervises the preparation of all district personnel transactions for technical, code and negotiated rate employees; ensures all forms are completed in accordance with all applicable guidelines.
2. Serves as the district benefits coordinator and liaison with the CMS; provides information regarding State of Illinois health insurance and various available benefits; assists in the planning and implementation of Benefits Choice workshops and fairs, blood drives, employee health initiatives, etc.
3. Processes and submits all insurance related paperwork, and directs staff in the processing of insurance cards, claims, reports, and inquiries; interprets policies and procedures.
4. Coordinates the hiring/promotion/evaluation of negotiated rate employees which includes initiating/processing reclassifications and reallocations; preparing all posting documentation and ensuring that the correct provisions of labor contracts and personnel policies are applied; participating in interviews as needed; and reviewing/monitoring/submitting performance evaluations.
5. Oversees the process of approval for required physical examinations including coordination with physicians/central office staff; approves physical eligibility of candidates; approves physical examination bills; and determines eligibility for returns from leave.
6. Provides responses to inquiries from CO, CMS, the Governor's Office, district management and employees on insurance, transactions, and other unit-related matters; responds to inquiries from union representatives.
7. Ensures compliance with departmental safety rules and practices. Performs all duties in a manner conducive to the fair and equitable treatment of all employees. Trains, motivates, and evaluates staff.
8. Performs other duties as assigned.

Qualifications

Position Requirements

- Education/Experience
 - Completion of a bachelor's degree majoring in business, public administration, or human resources PLUS two years of benefits/insurance and/or transactions experience in a public/private agency or company OR
 - Eight years of benefits/insurance and/or transactions experience in a public/private agency or company
- A valid driver's license
- Occasional district-wide and state-wide travel, occasional overnight stays, and occasional overtime
- Complete Interview and Selection Training within 6 months of start date

Position Desirables

- Supervisory experience
- Working knowledge of the processing of personnel transactions and other personnel related documentation
- Working knowledge of State of Illinois insurance and health benefits
- Working knowledge of IDOT personnel policies, CMS rules and pay plan, and FMLA
- Working knowledge of State of Illinois and IDOT position classification systems and experience creating/modifying/submitting position descriptions for posting and filling
- Experience utilizing mainframe systems or web-based programs along with working knowledge of the Microsoft Office Suite, specifically Outlook, Word, Excel, and PowerPoint.
- Ability to establish and maintain effective working relationships.
- Excellent verbal and written communication skills.
- Strong customer service skills.
- Strong organizational and time management skills.

Work Hours: 8:00 AM - 4:15 PM Monday-Friday (45-minute lunch)

Work Location: 201 Center Ct Schaumburg, IL 60196-3169

Office: Office of Highways Project Implementation/Region 1/District 1/Administrative Services

Agency Contact: DOT.CONTACTHR@ILLINOIS.GOV

Job Family: Transportation; Administration/Management; Clerical and Administrative Support; Fiscal/Finance/Business

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process. If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon.

Non-State employees should log in on the using the “View Profile” link in the top right of the [Illinois.jobs2web.com](https://illinois.jobs2web.com) homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on [Illinois.jobs2web.com](https://illinois.jobs2web.com) – click “Application Procedures” in the footer of every page of the website.

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com